

OPEN NEW CASE CHECKLIST

- √ Is your filing an emergency, such as a vessel arrest or motion for temporary restraining order?
 - **Please contact the Clerk's Office ASAP so that steps can be taken to insure the quickest response!**
- √ Review the Attorney Case Opening Training Modules on our website.
(www.wawd.uscourts.gov)
- √ Read the Attorney's Guide to Opening a Civil Case document on our website **(www.wawd.uscourts.gov)**
- √ Prepare documents to file and convert to PDF.
 - Initiating document:
 - Complaint
OR
 - Notice of Removal
OR
 - Motion to Proceed In Forma Pauperis with Written Consent for Payment of Costs (attached as an additional page to the Motion)
 - Civil Cover Sheet
 - Summons(es)
 - Any additional documents to be filed
- √ Have your credit card available. The required filing fee is paid on-line with a credit card, or by ACH (Automated Clearing House) or Bank Account Debit.

- √ Open civil case - **you must complete the entire process!**
 - Enter all the statistical information from the Civil Cover Sheet.
 - Enter all the parties in the **exact** order they are listed on the Complaint.
 - DO NOT add addresses.
 - Change the party role type to the correct role.
- √ File initiating document:
 - Complaint,
 - Notice of Removal OR
 - Motion To Proceed In Forma Pauperis
- √ File applicable documents as attachments to the initiating document, such as:
 - A completed and signed Civil Cover Sheet
 - Post each summons separately (Summons will be issued by the court electronically the following day.)
 - Report on Filing or Determination of an Action or Appeal Regarding a Copyright
 - Report on Filing or Determination of an Action Regarding a Patent or Trademark
 - DO NOT attach supporting Declarations as these should be filed as separate documents.
 - Attach ALL documents to a Motion to Proceed in Forma Pauperis when this is your initiating document. NO separate documents should be filed (In other words, on the docket sheet there should only be Docket #1.)

- √ File these documents using the appropriate ECF event following your case opening:
 - Motion for Temporary Restraining Order
 - Declarations
 - Corporate Disclosure Statement
 - Certificate of Service

- √ If you have any questions, concerns or experience problems during the process, please contact the CM/ECF Help Desk at 206-370-8440. The CM/ECF system is typically available for filing 24 hours, seven days per week.

- √ NOTE: In the event Help Desk support is needed and to avoid any unscheduled system downtime required for system maintenance, attorneys needing to meet filing deadlines should attempt to file during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.)